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29 MAY 1981

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL

FROM:

[REDACTED]  
Chief, Printing and Photography Division, OLSUBJECT: Proposed Consolidation of Agency Copier  
Management SystemREFERENCE: Copier Management Consolidation Study,  
dated March 1981

1. The referent study proposes improving the effectiveness and efficiency of the Agency's Copier Management System by establishing a consolidated, comprehensive Copier Management Program within the Office of Logistics (OL). The study further recommends that this program be administered and funded by the Printing and Photography Division, OL (P&PD/OL). In support of that recommendation, this memorandum addresses, for the purpose of further clarification, the key elements of the recommendation.

a. Standardization of Equipment

Standardization of equipment does not imply that a single make and model copier would be used to meet all Agency requirements. Individual requirements would continue to be the major concern when making equipment selections. Standardization of equipment would be possible only when the requirements of more than one user were the same.

b. Machine Sharing and Copy Centers

Increased machine sharing and the establishment of copy centers are both viewed as long-term possibilities for cost reductions under a consolidated system. They are not primary objectives of consolidation, and are only possible where they would improve service and reduce costs without compromising security and/or compartmentation requirements. With all the above criteria met, the major obstacle to machine sharing would be eliminated by consolidated budgeting for copiers; i.e., funding for a machine used by several different components.

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c. Contract Consolidation

Reducing the total number of copier contracts is one of the most significant benefits of the proposed consolidation. In FY-81, the consolidation of copier contracts reduced the total number of contracts from 180 to 77. Further consolidation was not possible because of decentralized budgeting. Centralized budgeting would permit the further reduction of contracts to fewer than 20 in FY-82.

d. Budget Justification

The protection from OMB budget cuts of a single, large-dollar figure for copier rental and maintenance was initially perceived as the greatest drawback to consolidated budgeting for copiers. Based on information provided by the Office of the Comptroller, it now appears that this should not be a major concern. The total projected cost for Agency copier rental and maintenance for FY-82 [redacted] is less than ten (10) percent of the Agency's equipment rental and maintenance budget, and is not subjected to OMB review as a separate line item.

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e. Savings

Aside from a tangible savings of as much as \$300,000 per year to be realized through centralized planning, controlled equipment acquisitions, and recovery of prompt payment discounts, consolidated copier management would provide a saving in manhours in the Office of Finance (OF), Procurement Division (PD), and elsewhere throughout the Agency that would completely offset the additional manhours required to administer a consolidated Copier Management System.

2. It is now more apparent than ever that the cost savings and administrative benefits of a consolidated Copier Management System in the Agency far outweigh the disadvantages of such a program.



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